

SANDY CITY/ AMPHITHEATER APPROVED POSITION SPECIFICATIONS

- I. Position Title: Production / Office Coordinator (Part-time benefitted) Revision Date: 03/15
EEO Category: Admin. Support
Status: Non-exempt
Control No: 40800

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Community Events Director, the Production / Office Coordinator will oversee all Sandy Arts Guild productions.

III. Essential Duties:

- Produce all events associated with the Sandy Arts Guild.
- Coordinate all audition needs including scheduling, advertising, personnel, audition space, etc.
- Coordinate all rehearsal needs including scheduling rehearsal space, pianos, special needs, etc.
- Work with clearing houses to secure all necessary rights and royalties.
- Coordinate with the production teams and Special Events Coordinator on all productions.
- Create and maintain a production calendar.
- Create and maintain a database of all those involved in productions.
- Coordinate and administrate all contracts and letters of agreement with production staff and outside vendors.
- Coordinate with Special Events Assistant for office needs.
- Ensure adherence to Sandy City purchasing procedures.
- Create requisitions and solicit bids as necessary.
- Coordinate communication between the Sandy Arts Guild Board and Sandy City.

IV. Marginal Duties:

- Assist in fundraising and grant writing efforts.
- Coordinate schedules with Amphitheater Staff and the Arts Guild.
- Perform other duties as assigned by the Arts Guild board to make operations run more smoothly for guild activities.

V. Qualifications:

Education: Requires a high school diploma or equivalent.

Experience: Requires two years of experience in production management. May substitute additional experience for education.

Certificates/Licenses: Valid Utah Driver's License is required.

Knowledge of: Microsoft Office; municipal government procedures; correct English usage, vocabulary, spelling, and arithmetic. Theater administration, business practices, and responsibilities of the creative team (i.e. director, choreographer, set designer).

Responsibility for: Responsibility for the care, condition, and use of materials, equipment, money, and/or tools. Flexibility and clear communication are encouraged in coordinating all aspects of the productions and the office. All tasks need to be managed in an organized and timely manner.

Communication Skills: Interact with art professionals, public and other City department contacts, furnishing

and obtaining information; contacts requiring tact and judgment to avoid friction; frequent contacts involving the carrying out of programs and schedules. Communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public

Tool, Machine, Equipment Operation: Office equipment, and general understanding of stage equipment.

Analytical Ability: Follow established work procedures; follow written and verbal instructions; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; work independently on assigned projects involving simple research and data collection; report preparation and budget data preparation.

VI. Working Conditions

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Work may involve some physical exertion, the need to stand or sit for long periods of time and some lifting may be required; up to 25 pounds.

Work Environment: Employee will generally work in a comfortable office setting. The noise level in the work environment is usually moderate, but possible increased noise exposure is expected while attending events. This work may require indoor and outdoor work, and dealing with the public in somewhat stressful situations. The employee may occasionally need to handle unpleasant employee issues or member problems. This position requires accurate detail work in spite of frequent interruptions. Job requires mental pressure, fatigue, and moderate exposure to deadlines during an average work day. Holiday, evening and weekend work may be required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____